

**Payroll Service Bureau
Operations Calendar**

November 2019

Mon	Tue	Wed	Thu	Fri
				1 Semi-Monthly Employee Pay Day
4 Semi-Monthly Salaried Payroll Paperwork Deadline 10/25 - 11/9, 11am PMIS Update Deadline 10/25-11/9 Notify PSB of any PMIS changes affecting 11/8 Pay for Wage Employees	5 Submit October BES Premium Reward Discrepancy Report (PM4405) dated 11/1 required for October Health Care Reconciliation Bi-Weekly Wage Payroll Certification Deadline for 11/8 Wage Pay Day Cycle 1 10/13 - 10/26 Cycle 2 10/14 - 10/27 Cycle 3 10/11 - 10/24	6 Distribute Live Paychecks to Agy's re: Wage Pay	7 Notify PSB of any PMIS changes affecting 10/25-11/9 Salaried Employees Distribute 3rd Party Pmt's to Agy's re: Wage Pay	8 Semi-Monthly Salaried Payroll Certification Deadline 10/25-11/9 CIPPS Leave Paperwork Deadline 10/25-11/9 Bi-Weekly Wage Employee Pay Day
11 Holiday	12	13 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 11/22 Wage Pay Day Cycle 1 10/27 - 11/9 Cycle 2 10/28 - 11/10 Cycle 3 10/25 - 11/7	14 CIPPS Leave Keying Deadline - 10/25-11/9	15 Semi-Monthly Employee Pay Day
18 Semi-Monthly Salaried Payroll Paperwork Deadline 11/10 - 11/24, 11am PMIS Update Deadline 11/10-11/24 Notify PSB of any PMIS changes affecting 11/22 Pay for Wage Employees	19 Bi-Weekly Wage Payroll Certification Deadline for 11/22 Wage Pay Day Cycle 1 10/27 - 11/9 Cycle 2 10/28 - 11/10 Cycle 3 10/25 - 11/7	20 Distribute Live Paychecks to Agy's re: Wage Pay	21 Notify PSB of any PMIS changes affecting 11/10-11/24 Salaried Employees Distribute 3rd Party Pmt's to Agy's re: Wage Pay	22 Semi-Monthly Payroll Certification Deadline 11/10-11/24 CIPPS Leave Paperwork Deadline 11/10-11/24 Bi-Weekly Wage Employee Pay Day
25	26 Distribute 3rd Party Pmt's & Live Paychecks to Agy's re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 12/6 Wage Pay Day Cycle 1 11/10 - 11/23 Cycle 2 11/11 - 11/24 Cycle 3 11/8 - 11/21	27 CIPPS Files Close at Noon 1/2 Day Holiday CIPPS Leave Keying Deadline - 11/10-11/24 October Healthcare Certification Due	28 Holiday	29 Holiday Semi-Monthly Employee Pay Day

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1	122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960
Cycle 2	133, 136, 141, 143, 201, 241, 848, 948
Cycle 3	127, 146, 181, 199, 239, 403, 405, 411, 942